

VACANCY ANNOUNCEMENT

VA Palo Alto Health Care System

THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

Vacancy Annc No. 05-266(AV)		Opening Date 11/4/05		Closing Date 11/18/05		U.S. Citizenship Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)	
# Posns one	Position Title Administrative Officer			PD Number 2438-0		Pay Plan, Series, Grade GS-341-09	
Service Neurology Service				Promotion Potential GS-9		Salary Range \$47,257 - \$61,431 per annum	
Duty Station Palo Alto, CA				Tour of Duty Monday thru Friday, 8:00 a.m. – 4:30 p.m.			
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ ____ hrs/wk			Subject to Bargaining Unit <input type="checkbox"/> Yes-Minimum posting: 15 work days <input checked="" type="checkbox"/> No-Minimum posting: 10 calendar days			Subject to Supervisory Probationary Period <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)	
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE ____ <input type="checkbox"/> Term NTE ____			Subject to Drug Testing <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)			Physical or Medical Examination Required <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)	
Travel and/or relocation expenses <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> are not authorized		Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.					
		Relocation bonus <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> is not authorized		Recruitment bonus <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> is not authorized			
Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY' <input checked="" type="checkbox"/> Current PERMANENT employees of the VA Palo Alto Health Care System. <input type="checkbox"/> Current VA employees eligible for transfer. <input type="checkbox"/> Veterans eligible for appointment under the Veterans Readjustment Appointment (VRA). <input type="checkbox"/> Veterans eligible for appointment under the Veterans Employment Opportunities Act (VEOA). <input type="checkbox"/> 30% or more Service-Connected Compensably Disabled Veterans. <input type="checkbox"/> Schedule A (handicapped) eligibles. <input type="checkbox"/> STATUS applicants eligible for transfer or reinstatement. <input type="checkbox"/> PUBLIC - All other interested candidates not meeting any of the above categories.							
Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951. Andrea Verzola, Human Resources Specialist							
REASONABLE ACCOMMODATION This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.							
THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT							

DUTIES: Position will provide administrative support to the Neurology Service, staff and patients. Duties will involve the full range of human resources requirements, personnel management, budgeting and financial management, procurement and contracting, administrative management, which will include interpreting administrative policies, developing implementing or local policies, defining administrative requirements, and/or providing advice on requirements, maintains administrative systems, and prepares administrative paperwork. Other duties include attending and recording service meetings, handling travel, Service's ADP coordinator, or other staff requirements. Works with the Administrative Officer of GRECC to interface the responsibilities of the Chief, Neurology Service and Director of GRECC.

QUALIFICATION REQUIREMENTS: Requires one year of specialized experience equivalent at the GS-07 grade level in the Federal Service. Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree

APPLICANT'S PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly.

VOLUNTEER EXPERIENCE: Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

BASIS OF RATING: Your rating will be based on the quality of your experience as shown in your application and elements. Listed below are the knowledge, skills and abilities considered essential for successful performance in this position. These elements will be used to determine the highly qualified candidates to be referred to the selecting official. Provide, on a separate sheet of paper, a DETAILED description of your experience as related to the knowledge, skills and abilities listed below. Incomplete, vague, or contradictory information may affect your rating.

1. Knowledge and skill of personnel management to ensure accuracy, completeness and consistency. (includes appointments, promotion, incentive awards, position descriptions, disciplinary and adverse actions, job classification and separation).
2. Knowledge of budget administration. (includes ability to prepare annual budget plan for multiple control points and PCS program).
3. Ability to communicate effectively, both orally and in writing, in order to gather information, present findings and/or recommendations and to coordinate activities (includes dealing with crisis, community agencies, curriculum development and dealing with a variety of staff members).
4. Knowledge of supply and equipment management.
5. Ability to plan, organize, assign, and review the work of others.
6. Knowledge of VAPAHCS organization, procedures, policies, accepted protocol, and the functions performed by all Health Care System services.

ADDITIONAL NOTES:

- ◇ **Funds Availability:** The position being filled is subject to the availability of funds
- ◇ **Additional Vacancies:** This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ **U.S. Citizenship:** If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- ◇ **Update Of Qualifications:** VAPAHCS employees should ensure their official personnel folder (OPF) contains complete information about their qualifications for this position *by the closing date of this announcement*.
- ◇ **Promotion Potential:** If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ **Time-In-Grade Requirement:** Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ **English Language Proficiency:** If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ **TB Skin Screen Test:** All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ **Physical / Medical Standards:** If applicable, candidates will be required to pass a physical examination.
- ◇ **Drug Testing Position:** All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ **Direct Deposit / Electronic Funds Transfer:** It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

HOW TO APPLY:

Eligible Permanent Employees of VAPAHCS - Submit VA Form 5-4078, Application for Promotion or Reassignment and a **separate sheet of paper**, with the **DETAILED** description of your experience as related to the above knowledge, skills and abilities listed above.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

APPLICATIONS SHOULD BE MAILED TO:

VA Palo Alto Health Care System
Human Resources Management Service (05A)
3801 Miranda Avenue
Palo Alto, CA 94304